



Email Configuration: Outlook Express 5.x for Windows

If setting up for the first time:

1. Launch Microsoft Outlook Express.
2. The first time you launch Outlook Express the "**Internet connection wizard**" will appear.
3. Type your name in the space provided. Click "**Next.**"
4. Select "**I already have an email account I'd like to use.**"
5. Type your email address in the space provided. Click "**Next.**"
6. Type the name of the "**POP3 server**" in the space provided. This address will usually begin with "**pop3.**" This is the server name from which the computer will retrieve your mail and will usually be in the form, "**pop3.yourdomain.com.**"
7. Type the name of your "**SMTP server**" in the space provided. This is the server to which your computer will hand outgoing mail for delivery. The server name usually begins with "**smtp**" and is in the form, "**smtp.yourdomain.com.**" Click "**Next.**"
8. Type your "**account name**" in the space provided. Your account name is usually the same as the portion of your email address before the @ symbol. For example, in the address "**john@yourdomain.com,**" the account name on the account is "**john.**"
9. Type your password in the space provided. Click "**Next.**"
10. Click "**Finish.**"

You are now ready to send and receive mail using Microsoft Outlook Express.

If switching from another service:

1. Launch Microsoft Outlook Express.
2. In the "**Tools**" menu select "**Accounts.**"
3. Click on the "**Mail**" tab.
4. Select the mail account you wish to reconfigure. Click "**Properties.**"
5. Click on the "**General**" tab.
6. Type your name in the space provided.

7. Type your email address in the space provided.
8. Click on the "**Servers**" tab.
9. Type the name of your new "**Incoming mail (POP3)**" server in the space provided. This address will usually begin with "**pop3**." This is the server name the computer will retrieve your mail from and will usually be in the form "**pop3.yourdomain.com**."
10. Type the name of your new "**Outgoing mail (SMTP)**" server in the space provided. This is the server name that the computer will hand outgoing mail to for delivery. The server name will usually begin with "**smtp**" and be in the form "**smtp.yourdomain.com**."
11. Type your new account name in the space provided. Your account name is usually the same as the part of your email address before the @ symbol. For example, in the address "**john@yourdomain.com**," the account name on the account is "**john**."
12. Type your password in the space provided.
13. Click "**OK**."
14. Click "**Close**."

You are now ready to send and receive mail using Microsoft Outlook Express.